Science Olympiad Scoring System Event Supervisor Directions

Event: «Event»

Go to the following site:	http://state.soss.floridascienceolympiad.org
Enter the following information (case sensitive)	
USERNAME:	**«Username»**
PASSWORD:	**«Password»**

1. After logging in, enter your **Full Name** and **Phone Number**

Required Information

Your name and phone number are required. Only Administrators can see this information.

Full name   **Phone**

[Full name]   [Phone number]

[Save]

2. Click on the **Event** for which you are the event supervisor. The events you are running are displayed.

3. As the day progresses, enter the scores under the **Score** column. Row will be *yellow* after a change occurs. It will go clear after the row has been saved online. Data is saved automatically.
   a. Enter scores as defined by the rules. Only enter the raw scores as calculated from the scoring section of the events.
   b. Enter **P** if team could not complete the event, but they made an attempt. (THIS IS RARE.)
   c. Enter **NS** if team did not show up to compete in the event.
   d. Enter **DQ** if team was disqualified for misbehavior. Notify HQ if this happens.

4. If a tie occurs, the tied teams will appear as red rows. A new dropdown box will appear.
   a. Select **1** for the team that won the tie. Select **2** for the team that was second in the tie, and so on.
   b. Lines will not appear as ties if it is below the number of teams that are ranked. For example, if only 20 teams are scored out of 42 and a tie occurs at 20th place, it will not show a tie and no dropdown will appear.

5. If a team is ranked in lower tier, select the **Tier** in the Tier column. Tiers are defined in the event rules. Tier 1 is a more favorable ranking as compared to Tier 4.

6. *Whenever a pop up screen appears, DO NOT chose the option to hide the message. Always allow these messages to appear.*

7. CLICK ON **SUBMIT AND LOCK** ONLY AFTER ALL TEAMS HAVE BEEN SCORED. If this is done accidentally, please contact HQ.

8. *Proceed to HQ with your team tests or answer sheets stacked in order of rank, with 1st place on top.*

Score Event: B - Air Trajectory

Changes made are saved AUTOMATICALLY
- highest score wins
- 1st in tie recieves more favorable rank
- Tier 1 receives more favorable rank
- Score **P** = Participation points only team
- Score **NS** = No Show team
- Score **DQ** = A disqualified team

[Clear all fields] [Submit and lock]

Team # ↑	Name	Score	Tier	Tie Break	Place
B01	Arbor Ridge School-Eagles	8	2 ▾		20
B02	Carwise Middle School-Carwise Middle School	1362	1 ▾		20
B03	Creative Learning Academy-Creative Learning Academy	5924	1 ▾	▾	
B04	Galaxy Middle School-Galaxy Team Brichler	5924	1 ▾	▾	
B05	Galaxy Middle School-Galaxy Team Krob	4837	1 ▾		16
B06	Galaxy Middle School-Galaxy Team McClarty	5284	1 ▾		13
B07	Holy Family Catholic School-HFCS	2835	2 ▾		20